**CAPSTONE TEAM CONTRACT**

This contract provides an opportunity for our Team **BluePrint** to specify the methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members that will better inform our decisions during the duration of this project.

**Team BluePrint**

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1. **Team Structure:**
2. **Leadership structure.** 
   1. **Group Leader:** Haren Bhatia will serve as the team leader throughout the project. He will be responsible for setting meeting agendas, ensuring alignment with project goals, and coordinating with the Hitachi team to gather stakeholder input and feedback.
   2. All three group members will divide the tasks equally so as to not burden one member with more work.
   3. We will set weekly retrospective meetings to talk about what went well, what went wrong and what can be improved.
   4. We will create proper documentations and maintain a task board or Jira so that tasks are clear to all, and easy to update.
3. **Decision-making policy** (by consensus? by majority vote?):
   1. Decisions will be made by **majority vote** after a thorough discussion of the pros and cons of each option. The process will follow these steps:
      1. Present the issue and proposed solutions.
      2. Discuss potential impacts and feasibility of each solution.
      3. Take a vote or defer to the leader’s decision if consensus is not reached.
4. Who is the team recorder/documentation Manager/Maintainer of all required deliverables? What is the method of record keeping (who will be responsible for recording and disseminating minutes? When will the minutes be shared? Where are the agendas and minutes stored?)
   1. **Recorder:** Ananya Nandi will maintain documentation, including meeting minutes, technical reports, and updates on deliverables.
   2. Meeting minutes will be shared within 24 hours after each meeting and stored in the team’s shared Google Drive folder under "Meeting Minutes."
5. Day, time, and mode (e.g., Zoom, Google Hangouts, Skype, telephone, in-person) for regular team meetings. What are the procedures in the absence of a team member? (Will the team meet with one member absent, or must all members be present?)
   1. **Meeting Schedule:** Weekly on Mondays at 3 pm in-person and on Wednesday at 4 pm over Zoom.
   2. **Absences:** Meetings will proceed if at least two team members are present. The absent member must review the minutes and provide updates within 24 hours.

**B. Team Participation:**

1. Strategies to ensure cooperation and equal distribution of tasks.
   1. Weekly meetings will include task assignments based on individual strengths and project priorities. Each member will take responsibility for their tasks and update the task tracker in Google Sheets to ensure transparency. Tasks will be redistributed if any member feels overloaded.
2. Strategies for keeping on task.
   1. The team leader will monitor progress using the task tracker and ensure alignment with project milestones.
   2. A mid-week check-in via Slack will be used to confirm task completion and address potential blockers.

**C. Consequences of breach of contract:**

1. If one or more members feel like certain members are not fulfilling their duties/responsibilities well, how will the team resolve this issue? What concrete steps will you take to resolve this issue?
   1. If a team member is not fulfilling their duties or responsibilities, the issue will first be raised during a team meeting to ensure transparency and mutual understanding. The team will collaboratively discuss and agree on forward-looking solutions, setting clear expectations for improvement.

**D. Shared Goals**

1. **Main objective:** Design and build a “Private AI Appliance” capable of running fine-tuned Large Language Models (LLMs) securely on Hitachi hardware for automating Know Your Customer (KYC) processes in the BFSI sector. The appliance must prioritize data privacy, security, and compliance with industry regulations.
2. **Project Vision:** To create a secure, scalable “Private AI Appliance” that automates KYC validation in BFSI, ensuring data privacy, compliance, and efficiency, while showcasing the potential of private AI solutions.
3. **Measurable:**
   1. Achieve >90% precision and recall on KYC-related sample datasets.
   2. Develop a functional dashboard that delivers real-time AI insights.
   3. Validate the prototype through user acceptance testing (UAT) with a success benchmark determined in collaboration with Hitachi stakeholders.
   4. Incorporate feedback from at least three stakeholder interviews to refine the appliance’s functionality.
4. **Achievable:** Leverage team expertise to ensure successful project delivery:
   1. Haren will oversee project execution, manage stakeholder communications, and fine-tune LLMs for BFSI-specific use cases.
   2. Devarsh will develop data pipelines, clean datasets, and conduct performance evaluations.
   3. Ananya will lead UI/UX design, develop the dashboard, and document project milestones.
5. **Relevant:** Align the project outcomes with Hitachi’s mission to provide secure, scalable, and innovative solutions that address real-world challenges in regulated environments like BFSI. The solution will demonstrate the practical application of on-premises AI in optimizing resource use and ensuring compliance with privacy regulations.
6. **Time-Bound:** Complete the project within the defined timeline, meeting the following milestones:
   1. **Milestone 1 (January 30, 2025):** Project initiation, team roles, and scope finalization.
   2. **Milestone 2 (February 20, 2025):** Conduct user research and stakeholder interviews to refine the KYC use case.
   3. **Milestone 3 (April 10, 2025):** Integrate Hitachi hardware and ensure connectivity.
   4. **Milestone 4 (April 30, 2025):** Fine-tune the LLM, test with datasets, and validate its performance.
   5. **Milestone 5 (May 15, 2025):** Develop and refine the functional prototype, including the dashboard.
   6. **Milestone 6 (May 30, 2025):** Deliver the final prototype, complete documentation, and present the solution to Hitachi stakeholders.

**E. Team Values**

1. **Punctuality:** We commit to meeting deadlines and attending scheduled meetings on time, ensuring smooth progress and respect for each other’s schedules.
2. **Commitment to Quality:** We prioritize delivering a high-quality product by adhering to best practices, rigorously testing solutions, and incorporating stakeholder feedback to exceed expectations.
3. **Transparency:** We will be open and honest about any challenges or issues that arise during the project. This includes sharing progress updates, seeking help when needed, and addressing problems promptly.
4. **Mutual Respect:** We value and respect each team member’s ideas, opinions, and contributions. We will maintain a positive and supportive environment where everyone feels heard and appreciated.
5. **Clear Communication:** We will maintain open lines of communication through Slack and regular meetings, ensuring everyone is aligned and informed. We will listen actively, clarify expectations, and address misunderstandings constructively.
6. **Accountability:** Each team member will take responsibility for their assigned tasks and deliverables, ensuring that individual contributions align with the team's goals and timelines.
7. **Collaboration:** We will work together to leverage our diverse skill sets, sharing knowledge and resources to solve problems and achieve our shared goals effectively.

**F. Team Roles**

**Haren Bhatia – Project Lead & AI/ML Specialist**

Responsibilities:

* Lead and oversee the overall execution of the project, ensuring all milestones and deliverables are met.
* Act as the primary point of contact with Hitachi stakeholders, coordinating interviews and gathering requirements for the KYC automation use case.
* Optimize and fine-tune Large Language Models (LLMs) for domain-specific tasks.
* Ensure compliance with privacy and security regulations, such as GDPR and BFSI-specific rules.
* Evaluate scalability and efficiency of edge computing hardware during integration.

**Devarsh Patel – Data Engineer & Analyst**

Responsibilities:

* Develop and manage data pipelines for synthetic and BFSI-specific datasets.
* Perform data cleaning, pre-processing, and statistical analysis to prepare datasets for LLM fine-tuning.
* Ensure efficient use of domain-specific datasets to maintain computational efficiency.
* Support the validation of the KYC automation use case with accurate data simulations.
* Conduct performance evaluations on LLM models, focusing on achieving >90% precision and recall.

#### **Ananya Nandi – Product Manager & UI/UX Designer**

**Responsibilities:**

* Develop a roadmap for prototype design and implementation in alignment with project milestones.
* Build and refine the local dashboard for real-time monitoring and decision-making.
* Collaborate with stakeholders to incorporate their feedback into user-centric UI/UX designs.
* Document all aspects of the project, including system architecture, performance metrics, and deployment guidelines.
* Ensure the final deliverable meets industry expectations and is user-friendly for enterprise environments.
* **Recruitment Process**

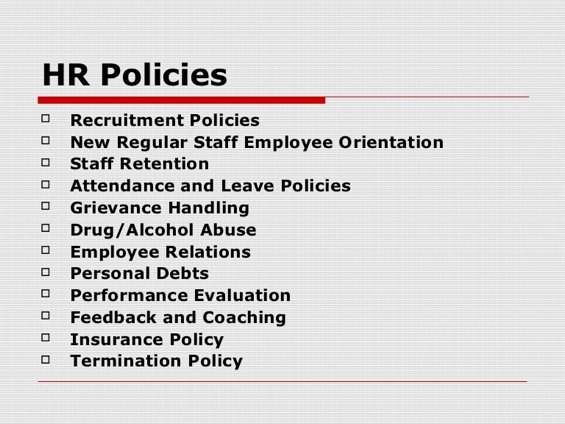
The recruitment process for Hitachi is as follows:

A diagram of steps to a job

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* **HR Policies**

The Human Resource (HR) policies of Hitachi upon hiring are as follows:



* **Onboarding**

The onboarding steps of Hitachi upon hiring are as follows:

